Federal Automotive Statistical Tool (FAST) System Training

OUSD(AT&L)/ARA
Property and Equipment
Policy

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What is FAST?

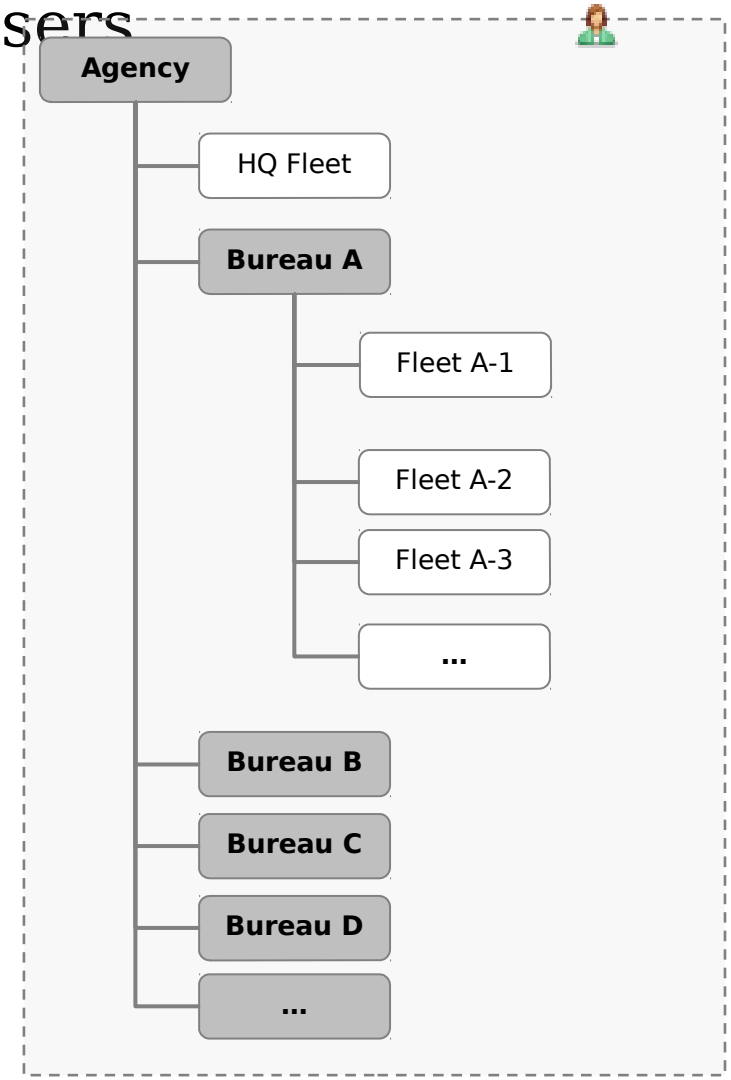
- Web-based Federal motor vehicle fleet compliance data reporting tool
  - https://fastweb.inl.gov/
- Collects data about Federal motor vehicle fleet, per
  - *Energy Policy Acts (EPAct) 2005, 1992*
  - *Executive Orders (EO) 13423, 13514*
  - *Energy Independence Security Act (EISA) 2007*
  - *Federal Property and Administration Services Act*
  - *Federal Energy Administration Act*
  - *OMB Circular A-11*
  - *Presidential Memo, May 2011*
- Jointly managed by DOE, GSA, EIA (U.S. Energy Information Administration)

What is FAST?

- Closed reporting tool
  - September
    - Add user accounts
    - Add hierarchy
  - Data Calls
- Access *(Defense Agencies)*
  - DD Form 2875 System Authorization Access Request (SAAR)
    - Signed FM
    - Permission type assigned
  - Build as new user
  - Password will be generated automatically but FAST and the user will be notified via email.

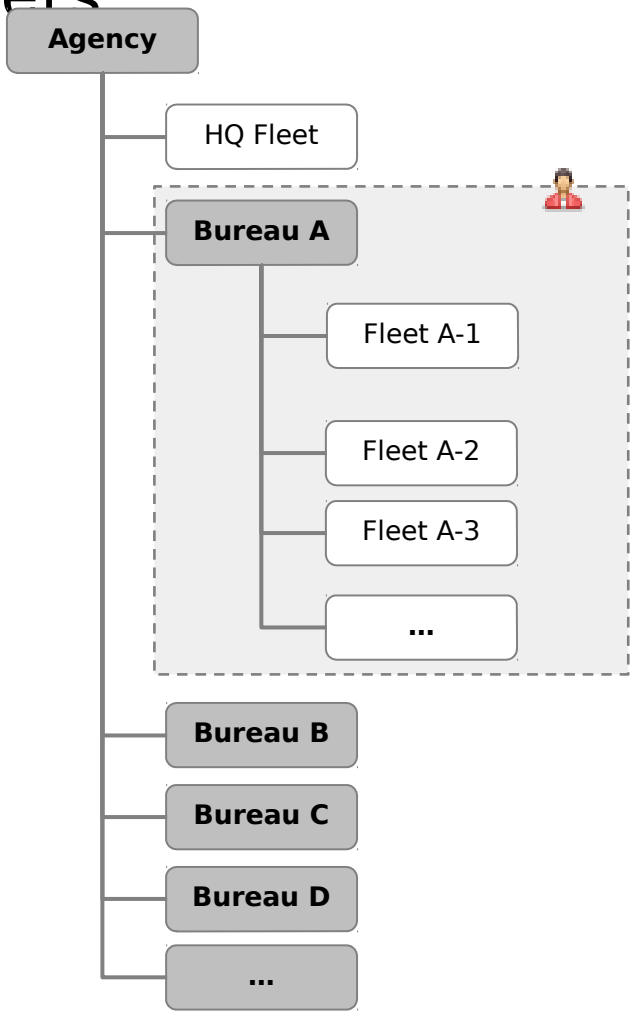
How does FAST work?

- Agency administrative ("Y") users
  - *Define reporting hierarchy*
  - *Manage user accounts*
  - *Manage data call dates*
  - *Agency-level data entry*
  - *Review, validate, approve data*



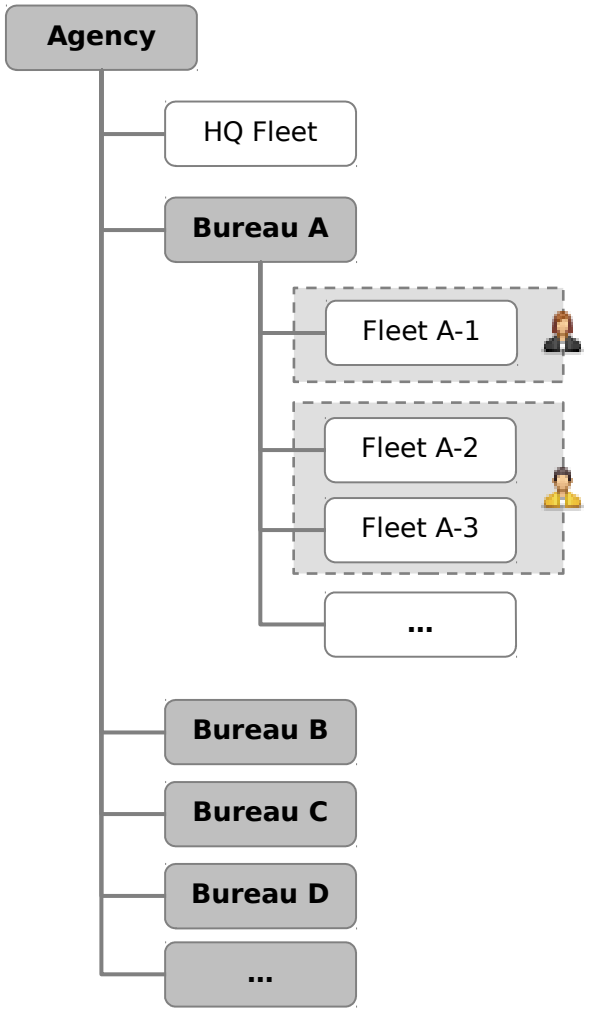
How does FAST work?

- Agency administrative (“Y”) users
  - *Define reporting hierarchy*
  - *Manage user accounts*
  - *Manage data call dates*
  - *Agency-level data entry*
  - *Review, validate, approve data*
- Intermediate (“X”) users
  - *Define reporting hierarchy*
  - *Manage user accounts*
  - *Review, validate, approve data*



How does FAST work?

- Agency Admin (“Y”) users
  - *Define reporting hierarchy*
  - *Manage user accounts*
  - *Manage data call dates*
  - *Agency-level data entry*
  - *Review, validate, approve data*
- Hierachy Admin (“X”) users
  - *Define reporting hierarchy*
  - *Manage user accounts*
  - *Review, validate, approve data*
- Basic Limited (“A”) users
  - *Enter, validate data*
- View Only (“V”) users
  - *Access to Reports Tab*



When do I need to use FAST?

- **Actual Fleet Data** *(Oct 01 - Dec 15),* this period provides access to the forms used to report fleet data for the fiscal year just ended, including actual end-of-year inventory, actual acquisitions and disposals, fleet mileage, fleet costs, and fleet fuel cost & consumption.

- **Forecast Fleet Data** *(Oct 01 – March 15),* this period provides access to the forms used to report fleet data for the current and next two future years. This data includes planned figures for vehicle acquisitions and disposals, fleet costs, and budget submissions. It also includes updates to the agencies' progress toward their optimal fleet as detailed in their vehicle allocation methodology (VAM) summary submission and to their fleet management plan.

- **Fleet Management Plan.** *(March 15)* Agencies are required to submit an updated fleet management plan each year addressing progress toward an optimal fleet and issues related to budget.

- **EPAct § 701 / EISA § 246** *(Jun 01 – Jun 30)*, this period provides access to all forms associated with the submission, review, and approval of data related to EPAct Section 701 alternative fuel waivers and EISA Section 246 fueling infrastructure.

- **Fleet Budget Data** *(Aug 01 – Aug 27)*, this period provides access to the

Data Call Overlap

- March:

  Projected acquisitions and disposals for VAM

- August:

  Projected acquisitions, disposals *and cost* for A-11

- <u>Solution:</u>

  Add cost projection to March data call

Changes in A-11 This Year

- Enter net of cost increases/decreases
- Object class spreadsheet is gone
- Renamed Annual Motor Vehicle Fleet Report to Annual Fleet Budget Summary: AMVFR to AFBS

A-11 Data Call Process

- 01 August
  - Sign on to FAST go to Budget Data tab
  - Review acquisition, disposal, cost projections
  - Revise as necessary, Approve, Submit
- 26 August – Data Call Closes
- After 01 Aug but before October
  - New FAST URL: https://fastweb.inl.gov

Where can I get help?

- DOE's *"Comprehensive Federal Fleet Management Handbook"*
  - https://federalfleets.energy.gov/sites/default/files/static_page_docs/eo13514_fleethandbook.pdf
- FAST Help tab, FAQ, *"What's New"*
- *"Federal Fleet Files"* monthly newsletter
  - https://federalfleets.energy.gov/newsletters/federal_fleet_files_newsletter
- Federal Energy Management Program Federal fleets Website
  - https://federalfleets.energy.gov/
- GSA's Motor Vehicle Management Web site
  - http://www.gsa.gov/vehiclepolicy
- INTERFUEL: Inter-agency alt fuel working group

Questions? Comments?

Contact us at:

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For general questions and information, visit our website:

http://www.acq.osd.mil/pepolicy/accountability/accountability_fleet.html

Thank You!